



Harry M. Roberts Community House

300 East 16th Avenue
Gulf Shores, AL 36542

Square ft: 2,100

Capacity: 100

Intended Usage: to provide adult meeting and activity space to business and civic organizations and residents of the City of Gulf Shores. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used as a meeting space for small conventions of not more than 60 people, or as an adjunct meeting room when the Civic Center is rented to the same organization. The facility may be used by businesses for staff meetings or on a once per year basis for informational seminars.

General Rate- applies to any event that is social or civic. Such events may include but are not limited to: wedding receptions, birthday parties, social conventions, banquets, holiday gatherings, etc.

Resident Rate- applies to any event that is social or civic in which case the individual or business resides in the corporate limits of Gulf Shores. The renter must be able to provide proof of residency. Acceptable proofs of residency are: valid drivers' license, recent utility bill, voter registration, copy of lease and/or business license.

Commercial Rate

General Rate

Resident Rate

Not available at this facility

\$250 per day**

\$175 per day**

Welcome to the Harry Roberts Community House. This facility is scheduled through the Recreation and Cultural Affairs Division, located at City Hall, 1905 W 1st St, Gulf Shores AL. The mailing address is Rental Specialist, P O Box 299, Gulf Shores, AL 36547. The telephone located in the kitchen was installed for your convenience and use. The number is (251) 968-9556.

TERMS, CONDITIONS AND USER RESPONSIBILITIES

- A. The general purpose of the Harry Roberts Community House is to provide adult meeting and activity space to business and civic organizations and residents of the City of Gulf Shores.
- B. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used as a meeting space for small conventions of not more than 60 people, or as an adjunct meeting room when the Civic Center is rented to the same organization. The facility may be used by businesses for staff meetings or on a once per year basis for informational or educational seminars of not more than 60 people.
- C. Only an adult may rent the facility. An adult is considered to be 21 years of age or older. When a function is attended by minors, one adult must be present for every ten minors.
- D. All rentals are based on an eight (8) hour day. Hours over eight (8) are charged at \$15 per hour.
- E. Keys to the facility will be checked in and out to scheduled users by the dispatchers located at the Gulf Shores Police Department, upon presentation of a Key Authorization Form issued by City rental staff.
- F. No smoking is allowed in or around the building at any time. You may smoke in the designated smoking area located between this building and the Erie Meyer Civic Center, pursuant to City of Gulf Shores Ordinance 1478.
- F. NO ALCOHOL is allowed on premises.
- G. All food service and use of kitchen facilities must comply with all Alabama Department of Public Health regulations.
- H. No frying of food is allowed in the building at any time by order of the Fire Marshal.
- I. No inflatable or bouncing structures are allowed inside the building.
- J. The user is responsible for furniture set up and tear down. The user will put all tables and chairs into the storeroom after their function, tables upside down on table racks and chairs facing the same direction on chair racks.
- K. Decorations shall be limited to tabletops or free standing. ***No tacks, pins, staples, nails, tape, or any other kind of adhesives shall be used on the walls, ceilings or acoustical panels. Attaching anything to the building will be considered damage. You will be charged additional monies.***
- L. No Rice, birdseed, confetti, glitter, or like material will be allowed inside or out of the facility.
- M. Equipment and supplies located in the facility are the property of the City of Gulf Shores. No City property will be loaned or permitted to be removed from the premises under any condition.
- N. Cleaning: The user is responsible for vacuuming and mopping after function. Kitchen is to be cleaned before vacating premises; sinks, counters, coffee pots, refrigerator, table tops and floor. All trash/debris will be taken to the dumpster located directly outside south entrance. Trash cans are available inside the facility, cleaning equipment may be found in storeroom, kitchen or outside the kitchen door.
- O. The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the Gulf Shores Police Department.
- P. You must return the key at the end of your rental period or be required to pay \$15 per hour until the key is returned.

SPACE AND EQUIPMENT

The meeting room dimensions are 29' x 50'. Equipment located in the facility:

5- 6' rectangle tables	96 chairs	16-36"x36" folding tables	1 convection/microwave oven
1- household refrigerator	1 - ice machine		

* Please be prepared to bring your own supplies such as dish soap, dish towels, salt & pepper, trash bags, etc.

Additional equipment is available for use at the rental rate of:

Audio/visual (TV/DVD) - \$20 each

CANCELLATION/REFUND POLICY

A. In case of cancellation: 90% of the rental rate will be refunded if event is cancelled 180 days or more prior to scheduled event; 75% of rental rate will be refunded if event is cancelled 91 to 179 days prior to scheduled event; 0% of the rental rate will be refunded if event is cancelled 90 days or less prior to scheduled event.

DAMAGE AND OR CLEANING

A. Damage to the facility or failure to leave the facility clean will result in loss of your damage/cleaning deposit, pursuit by the City for collection of damages sustained and cancellation of any remaining scheduled events.

AGREEMENT

By executing this agreement and paying the appropriate fee, the undersigned Lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms, and further that any damage to the Harry Roberts Community House will be the responsibility of the Lessee and paid for by the Lessee.